

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

May 14, 2008

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TITLE:	Behavioral Health Analyst
POSITION NO:	31748
LOCATION:	Addictive & Mental Disorders Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$39,818 annually is entry-level salary.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. **Position is open until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, May 29, 2008 (first review)**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This position is open until filled. Applications received or postmarked (if mailed) by 5:00 p.m. on Thursday, May 29, 2008 will be eligible for first review. Resume required at time of application.

If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess the required education and some relevant experience using statistical software. Salary depends upon education and experience.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for identification, collection, analysis, and reporting of data and information on the public mental health system that will be relied upon in setting policy and determining the effectiveness of mental health services. The incumbent will have primary

responsibility to design and complete focused statistical analysis to identify and analyze the consequences and effects of programs and policies. Information will be used to target areas for communicating and effecting system changes. Specific duties include designing and completing focused statistical analysis on data to identify and explicating the consequences and effects of programs and policies; collecting data from other divisions, state agencies, and private sector databases to develop detailed and comprehensive information on people served, services delivered, and the cost of services; developing grant applications for federal funding; and preparing and delivering presentations.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of concepts and theories applicable to social science research practice and design using both quantitative and qualitative methods; behavioral health theory and practice including community development and evidence-based practices for treatment of persons with mental illness; application of statistical and analytical practices; word processing, electronic spreadsheets, and statistical analysis software; and behavioral health services and service delivery.

Skills: Skill in organization; designing, planning, managing, and completing successful research and analysis; excellent oral and written communication to people of varied technical and professional levels; logically designing appropriate queries and correctly analyzing data; and managing complex and varied data systems.

Abilities: Ability to analyze and understand complex systems, formulate meaningful research questions, and develop research/analysis strategies appropriate to the system; plan, organize, and manage multiple projects; synthesize abstract ideas, concepts, and theories and a diverse range of information from seemingly unrelated events or data sources in order to evaluate programmatic performance and outcomes; effectively communicate orally and in writing with diverse populations; apply problem-solving, qualitative and quantitative analysis to a broad range of complex situations; conceptualize, accommodate change, achieve depth of understanding of issues rapidly, and guide project development; understand and use various data systems and statistical software to formulate appropriate queries and analyses; use diplomacy and persuasive communication skills; and maintain curiosity and continually ask questions to ensure data integrity.

EDUCATION/EXPERIENCE REQUIRED: Post-graduate degree in psychology, neuroscience, statistics, biological science, mathematics, or social science **AND** one year of experience in

research design and analysis. Experience using SAS, SPSS, SQL Developer, Access, Decision support software, and Excel computer applications is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be submitted at time of interview;**
4. Resume is required at time of application; and
5. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or

to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services

Title: Behavioral Health Analyst

Position: #31748

Location: Addictive & Mental Disorders Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your education and professional experience in the behavioral health field with particular attention to research design and analysis.